

DD / S R E G I S T R Y

FILE *Personal 3*

DD/S 72-3764

29 SEP 1972

MEMORANDUM FOR: Director of Logistics  
Director of Training

SUBJECT : 25th Anniversary Program Film

1. The Director yesterday reviewed the film of the 25th anniversary program and was quite pleased with it. Today he referred again to it and stressed his pleasure with its technical quality. He noted also that the work which has been done on the lights evidently contributed to this result.

2. Please share the above with those who had a hand in this "production."

*[Signature]*  
John W. Coffey  
Deputy Director  
for Support

DD/S:JWC:llc (29 September 1972)

Distribution:

- O - Director of Logistics
- 1 - Director of Training
- 1 - DD/S Chrono
- 1 - DD/S Subject

DD / S R E G I S T R Y

FILE *Personnel 3*

DD/S 72-3791

2 OCT 1972

Dr. Henry A. Kissinger  
Assistant to the President for  
National Security Affairs  
The White House  
Washington, D. C. 20500

Dear Henry:

I thought you might like to have this  
filmed record of your visit here on our Twenty-  
Fifth Anniversary.

Again, we thank you for your warm  
gesture of friendship.

Cordially,

*Richard Helms*

Richard Helms

Enclosure

O-DD/S:maq (2 Oct 72)

Distribution:

Orig - Adse

1 - ER

2 - DD/S *Chrono.*

1 - D/L

1 - D/Pers

ORIGINATOR: 2 OCT 1972

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

DDK 72-3739  
DD / S R E G I S T R Y

FILE Personnel 3

28 SEP 1972

MEMORANDUM FOR: Director of Central Intelligence

Mr. Helms:

The following is suggested as "scenario" for the 2 October ceremony for presentation of 25-year length of service certificates.

a. You enter the right door and go down the right aisle rather than the left as in other cases. You move to the lectern directly on mounting the stage to open the ceremony and make whatever comments or remarks you plan. No others will be on stage - General Walters, Bill Colby, Carl Duckett and Ed Proctor (or Paul Walsh) will be seated in the front row center. You will see that the lectern is set to the side and that there are light and camera tripods - these are to optimize the photograph.

b. Upon completion of your remarks you invite the awardees to come forward. Harry Fisher, who will be seated near the stage, will come to the lectern with the certificates. We ask that you move to your left to the side of the lectern. Harry will stand behind your left shoulder, will read the name of each awardee and pass the certificate to your left hand. Each awardee will be photographed as you hand the award and shake hands.

c. The awardees will be grouped by parent Directorates and will be seated as you see them from the stage in the left and center sections - for ease of movement to the stage. The Clandestine Service will be presented first with Tom Karamessines and Bronson Tweedy leading the group. They will be followed by

awardees from O/DCI, Support (in which group I will appear), Science and Technology and Intelligence. The final presentation will be of your own certificate by General Walters. You can then close the ceremony.

d. I suggest that you let Tom Karamessines, Bronson Tweedy, Carl Duckett, Ed Proctor, Larry Houston, Jack Maury and me precede you, General Walters and Bill Colby from the Morning Meeting to the auditorium.



John W. Coffey  
Deputy Director  
for Support

STATINTL

DD/S:JWC:llc (28 September 1972)

Distribution:

- O - Addressee
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*BY*  
*Jan* *MA*

